The ADAPT Centre is Ireland's global centre of excellence for digital content technology. It combines the expertise of researchers at four universities (Trinity College Dublin, Dublin City University, University College Dublin, and Dublin Institute of Technology) with that of its industry partners to produce ground-breaking digital content innovations.

ADAPT brings together more than 150 researchers who collectively have won more than €100m in funding and have a strong track record of transferring world-leading research and innovations to more than 140 companies. ADAPT partners are successfully advancing the frontiers of content analysis, machine translation, personalisation, e-learning/education, media technologies and spoken interaction, as well as driving global standards in content technologies. As part of the ADAPT Centre’s remit, it will also be responsible for the CNGL research programme as ADAPT is an evolution of the CNGL Centre.

With €50m in new research funding from Science Foundation Ireland and industry and with ambitious targets for additional new funding under EU H2020 and other programmes, ADAPT is seeking talented individuals to join its growing team. Our research and technologies will continue to help businesses in all sectors to achieve unprecedented engagement among customers, companies and communities.

We now wish to recruit an EU Research Manager. The successful candidate will drive the Centre’s strategy to secure significant EU grant funding, will manage existing and new research funding awards in Horizon 2020 and will evaluate the success in line with the Centre’s EU objectives. This position is funded as a specific role mandated by Science Foundation Ireland so that ADAPT can achieve its significant EU funding targets.
**Principle Duties and Responsibilities**

The EU Research Manager is responsible for devising and driving the ADAPT Centre’s strategy for securing significant EU research funding in conjunction with ADAPT’s CEO/Director, Associate Directors and lead PIs. The post holder will review, analyse and absorb Work Programmes and Funding calls, and apply expert knowledge of the ADAPT Centre research agenda and strategic awareness to identify funding opportunities for the Centre. The post requires the ability to build and maintain relationships at all levels. Knowledge of the comprehensive suite of funding schemes in Horizon 2020 and other international programmes along with a very strong understanding of the EU landscape from both a strategic/political and economic standpoint are a must. Excellent grant writing, communication, project management and networking skills are central to the role.

- Work with the CEO/Director and Associate Directors to develop and implement the ADAPT Centre’s strategy for securing EU funding.
- Implement the Centre’s strategy for Horizon 2020: Identify those actions required to deliver each target and develop tools to monitor and evaluate the Centre's performance.
- Continuously build and maintain productive working relationships with the ADAPT Centre’s partners and stakeholders in order to clearly understand and address their skill needs.
- Coordinate, contribute to and submit Horizon 2020 grant proposals.
- Develop an effective communication strategy to ensure the team is aware of all the opportunities available.
- Responsible for the identification and communication of future funding opportunities and the coordination of centre-wide applications for funding which will leverage SFI’s initial investment in the ADAPT Centre, particularly at EU level.
- Manage the resources required for delivering on the above tasks.
- Assist researchers and partner organisations with the preparation of Grant Preparation Forms (co-ordinator grants), contract negotiations and post award project implementation. Create appropriate templates to enhance the efficiency and effectiveness of proposal preparation.
- Assist in coordinating national efforts/projects for Horizon 2020.
- Analyse Horizon 2020 and EU research calls and develop strong relations with EU Programme Managers.
- Identify EC and other funding calls complementary to the ADAPT Centre’s strategic objectives and promote them internally with researchers.
- Efficiently gather, digest and disseminate information (e.g. via programmes of information and training, e-mail bulletins, webinars, podcasts, etc.) to researchers in ADAPT about sources of funding and aid researchers in putting together their research proposals and then submit them to funding sponsors.
- Identify opportunities for researchers to coordinate H2020 projects and advise them as in establishing the best partners for consortia.
- Maximise the linkage of researchers to networks (e.g. COST) in order to help establish partnerships for proposals.
- Have an ability to advise on the writing of the non-scientific elements of applications and maintain information on background information on the ADAPT Centre that could be included in such proposals.
- Be aware of or know where to obtain information on national and EU policies relevant to various research proposals being developed.
- Foster relationships with funding agencies, foundations and professional societies to gain access to new and evolving research priorities and corresponding funding programs.
- Work in conjunction with the Associate Director of Commercialisation and Design & Innovation Manager to identify opportunities for internal and external engagement with particular focus on the dissemination of research results to a wider audience.
- This post will involve travel within the EU.

**Qualifications**

Applicants for the post must hold an honours degree in a relevant discipline, should be qualified to a post-graduate level and have completed a PhD qualification in a field relevant to the research areas of the ADAPT Centre (e.g. Information Retrieval, Personalisation, Digital Content Management, Natural Language Processing, Machine Translation and Localisation).

**Knowledge & Experience**

- Experience in managing and coordinating research funding submissions through national and international agencies.
- Knowledge of the comprehensive suite of funding schemes in Horizon 2020.
- Strong proven track record in project proposal writing; experience of collaborating with industry and academia in preparing project proposals is a distinct advantage.
- A proven track record of managing successful large-scale, complex multidisciplinary or multi-partner project proposals.
- Experience of managing large-scale, interdisciplinary consortia with a particular emphasis on multi-site collaborations.
- At least 5 years’ relevant experience in work related to EU programmes and/or international research programmes in a management role.
- Proven experience in establishing and managing meaningful and productive partner relationships across boundaries between scientific disciplines, academia and industry.
- Established network of key contacts in research funding organizations including National Contact Points and EU Project Officers and extensive knowledge of EU Funding Programmes and policies.
Skills & Competencies

- Strong leadership skills and the ability to influence individuals at all levels.
- Excellent knowledge of MS Office, including MS Word, Excel, PowerPoint and Outlook. Ability to continuously upgrade IT competence is a requisite.
- Organisational Ability; Excellent organisational and task management skills together with the ability to work on a number of tasks simultaneously. Have the ability to prioritize tasks and meet deadlines, be capable of working on own initiative and work under time constraints.
- Ability to problem solve, to brainstorm and to generate innovative ideas and solutions. Must have strong attention to detail from anticipating and addressing issues in advance to understanding requests and delivering quality work with minimal errors.
- Customer Focus: customer service skills are essential. Demonstrate emotional intelligence and communicate with a high level of initiative, tact, diplomacy and confidentiality.
- Flexibility: Can operate flexibly within a busy work environment.
- Team Worker: Ability to operate effectively as part of a team – tolerant, cordial and willing to help others, shares work and information; establishes rapport with others can influence and develop effective networks.

Closing date: 27th July, 2015
Salary scales: €49,967 - €68,393

Application Procedure

Application forms are available from the DCU Current Vacancies (open Competitions) website at http://www.dcu.ie/vacancies/current.shtml and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref 129: EU Research Manager

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9. Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

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